

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION  
WORK HOURS POLICY AND PROCEDURE**

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

**I. Office Hours**

The Department of Administration Office hours are 8:30 a.m. until 5:00 p.m., Monday through Friday except on State holidays.

**II. Employee Work Schedule**

The normal work schedule for all full-time employees is 8:30 a.m. until 5:00 p.m. five days a week, seven and one-half hours per day, not counting a **one-hour meal period**. Some positions at the Department of Administration may be required to work a 40-hour work week. When circumstances allow, the Department of Administration offers employees the option of working flexible schedules to help balance work and personal responsibilities while still meeting the needs of those we serve. Flexible hours of work are from 8:00 a.m. until 4:30 p.m. or 9:00 a.m. until 5:30 p.m. Monday through Friday, seven and one-half hours per day, not counting a one-hour meal period. Employees may observe these hours, however this does not give employees the latitude to change their hours on a daily basis. Change in work hours must be requested and approved in advance on the Flexible Work Schedule Form. The first line or immediate supervisor will be responsible for approving an employee's request and forwarding to it to appropriate Director or designee.

**III. Work Schedule and Additional Hours**

Additional hours may be required when the appropriate management official determines that the responsibilities of the office cannot be accomplished in the established work hours. In addition, work week schedules may be altered or changed at the discretion of the supervisor or management. Notification of changes will be made as far in advance as possible. If such changes involve overtime for a non-exempt employee the Overtime/Compensatory Time Policy must be followed.

#### **IV. Lunch/Meal Period**

Normally, a one-hour lunch period shall be observed except when special circumstances dictate otherwise. Lunch periods shall be scheduled between the hours of 11:00 a.m. and 2:00 p.m. or at the appropriate times for the 2nd and 3rd shift operations.

#### **V. Reporting/Returning to Work**

Employees are expected to report to work at the appointed time and to return from lunch/meal periods at the appointed time.

If an employee is unable to report to work at their normal start time or is going to be late in reporting to work or returning from a lunch/meal period, he/she must call and speak with his/her supervisor directly as soon as possible or, if the supervisor is not available, leave a voice message or email for the supervisor and contact the supervisor's designee. In these instances and upon approval of the supervisor, the employee must complete a leave request in SCEIS. Failure to notify the proper authority may result in disciplinary action up to and including termination.

#### **VI. Breaks**

- A. Break periods of up to 15 minutes may be granted in the morning and afternoon depending on the section's workload. The scheduling of breaks is the responsibility of the supervisor and is to be done in such a manner to ensure adequate coverage of the section during the workday.
- B. Employees may be denied a break period if the workload dictates or to ensure adequate coverage in the work area.
- C. Break periods may not be used in conjunction with leave or lunch/meal periods.
- D. Employees are expected to observe the 15- minute time limits on breaks and return to work within the allotted time.
- E. Unused breaks are lost if not observed at the appropriate time and may not be accumulated.

#### **VII. Record Keeping**

It is the responsibility of each Office/Division to insure that accurate records are kept of all hours worked and all leave taken for their respective employees.

## **VIII. Employee Time Report**

- A. The Fair Labor Standards Act (FLSA) requires a record be maintained of all non-exempt employees' time worked. Non-exempt employees must enter time worked for the workweek through the MYSCEMPLOYEE self-service portal and submit for approval. Selected employees with limited access to the portal will complete a paper timesheet as directed by their supervisor. Time sheets must be completed and submitted by close of business each Monday for the previous workweek. The supervisor must approve an accurate time sheet.
- B. Hours of work for non-exempt employees will be maintained for a period of three years.
- C. In the event that a non-exempt employee works more than 40 hours per week, the Overtime/ Compensatory Time Policy must be followed and the use of premium time (time and a half) must be recorded.